



**Missouri Department of
Natural Resources
Administrative Policies and Procedures**

Chapter 4 Employment Hiring and Promotion Policy

Preparing to Hire Procedures

Effective date

Revised

Number: 4.01-01

December 20, 2002

December 27, 2011

REFERENCES

- 1 CSR 20 - 1 Personnel Advisory Board and Division of Personnel Organization and Operation
- 1 CSR 20 - 2 Classification and Pay Plans
- 1 CSR 20 - 3 Personnel Selection, Appointment, Evaluation and Separation

DNR Affirmative Action Plan

Related DNR policies

Employee Records 1.03

Hiring and Promotions, Transfer procedures 4.01-04

DEFINITIONS

Allocation: Assignment of a position to an appropriate class or multiple classes based on duties, authority and responsibilities of the position.

Appointing authority: A person with the authority to approve hiring staff and to approve or deny other personnel related transactions. In the department the appointing authority to direct personnel action is the Human Resources Program Director.

Appointment: Hiring an employee.

Candidate: A person applying for a job with the department.


Certificate: A list of names of eligible candidates for a job vacancy provided by the Office of Administration's Division of Personnel. A certificate is a subset of a register.

Career progression promotion: Promotion of an employee in regular status based upon prescribed conditions.

Class: Group of positions subject to the law sufficiently alike in duties, authority and responsibility to justify the same class title and qualification and the same schedule of pay for all positions in the group.

Classified employee: An employee hired in a position covered by the Merit System rules and regulations which relate to selection, appointment, pay, tenure and dismissal.

Competitive: Having completed a competitive examination (a test and or review of education and experience) that is scored by the Office of Administration. The candidate is then placed on a register for specific job classifications.

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Demotion: An employee changes from a position in one class to a position in another class that is assigned a lower pay range.

Induction step: The first step in a pay range for a job classification from the Uniform Classification and Pay System Pay Grid.

In-house candidate: A DNR employee, who may or may not be on a register for a job classification but meets all eligibility requirements for the vacant position. To be considered an in-house candidate, the employee responds to an in-house vacancy announcement.

Market rate: Salary based on a comparative study of salaries in the private sector and other comparable entities such as contiguous states.

Non-competitive: Hiring without the use of a certificate or the competitive examination conducted by the Office of Administration.

Open register: a list of all applicants deemed eligible by the Office of Administration for a job classification listed in order by score of the competitive examination or evaluation of education and experience.

Position: an individual job within the department


Probation step: The third step in a pay range for a job classification from the Uniform Classification and Pay System Pay Grid.

Register: A list of eligible candidates maintained by Office of Administration's Division of Personnel. The candidates were qualified by a competitive examination or by evaluation of education and experience.

Regular status: an employee's status after successfully completing the probationary period.

Reinstatement register: A list maintained by the Office of Administration's Division of Personnel of employees in regular status in a particular class who have been laid off or demoted in lieu of layoff.

Transfer: When an employee moves from one position to another position within the same pay range.

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Unclassified employee: An employee who works for a department under the Merit System rules and regulations but who does not fall under the rules for selection appointment, pay, tenure and dismissal. The department director or seasonal workers are examples of unclassified employees.

GENERAL PROVISIONS

There are three basic processes used to fill vacancies within the department: competitive, non-competitive and unclassified appointments. These procedures address competitive and non-competitive appointments.

If a division supports a career progression promotion, transfer within the department, or voluntary demotion, the position will not be announced in house and the certificate does not need to be requested.

To begin filling a vacant position

The division director or designee will notify the Human Resources Program of the position vacancy by submitting a Position and Employee Action Request (PEAR) form. The following information may be included:

- Specific information on the vacancy announcement such as a brief statement of job duties.
- A draft advertisement if needed

The PEAR form can be found in the Lotus Notes Reference Library under the Support Staff Handbook, Chapter 5 – Forms. Instructions for the PEAR form are contained in 4.01-06 Position and Employee Action Request.

Competitive appointment

If an exam needs to be announced or a register opened for recruitment through the Office of Administration's Division of Personnel, the requestor can recommend a length of time for which it should be announced. This can assist with the recruitment of candidates; for example, by opening a register coinciding with the time the job is advertised in newspapers. Typically, job announcements are posted for at least a two-week period. If more time is needed, it should be noted on the PEAR.

Noncompetitive appointment

Career progression promotion

A career progression promotion must meet the following conditions:



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- A vacant position allocated to the higher class exists. Normal position allocation procedures will apply.
- The employee has completed an original probation period.
- The employee must meet the minimum eligibility requirements for the job classification and in some instances (such as SOSA-KeyBoard) successfully complete the examination.
- No appropriate reinstatement register for the proposed class exists for the department.

Career progression promotion must take into consideration hiring minorities and women for underutilized positions as described in the DNR Affirmative Action Plan

Transfer and voluntary demotion

If there is a qualified employee who volunteers to fill a vacant position that would involve a transfer or a voluntary demotion, the position does not have to be announced in-house and a certificate does not need to be requested.

Other noncompetitive appointments

For classifications that can be filled by noncompetitive appointment, a job order should be placed with the local Missouri Career Center. These classifications include Park Maintenance Worker I, Food Service Helper I, Laborer I and Laborer II. The candidates from the Career Center must complete an application for employment (MO 780-1601) which is to be maintained on file by the requestor for a period of one year. A PEAR form must be prepared and submitted for division approval.

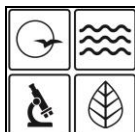
Vacancies for selected classes within the department, for example an environmental engineer, can be filled by considering resumes directly sent to the department or from a certificate provided by the Office of Administration. This is due to “no meaningful competition”. The candidate must meet the minimum eligibility requirements for the job classification. Candidates may send resumes to the department’s Recruitment Program. An established committee then interviews candidates and makes the hiring recommendation. For further information contact the Recruitment Program.

Salary considerations

Salary equity for existing employees must be considered by all supervisors and is a major factor in approving a higher than normal salary rate when hiring staff.

Salary considerations when filling a vacant or new position

Certificates can be requested for a salary range with steps from induction to the L step..



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Salary considerations for promotions to non-broadbanded positions

A promotion requires that the employee be given a salary increase of at least one step more than the number of ranges between the classes (see chart below) and at least to the minimum or induction step of the new range.

# of ranges as a result of promotion	# of steps increase
1	2
2	3
3	4
4	5
5	6
6	7
7	8
8	9

For example, an employee advancing from a Office Support Assistant (OSA) to a Senior Office Support Assistant (SOSA):

- First find the ranges that apply for the class titles. An OSA is range 9 and a SOSA is range 12. The difference between them is 3. Then add 1, which equals 4.
- Assume the employee is currently at range 9 step F. Looking at the pay grid on range 9, add 4 steps from the current step F. After adding 4 steps the employee would end at range 9 step J. This is the employee's new salary.
- Now look at the new range (range 12) and find the new salary rate and see what step applies. In this example it would be range 12 step D. If the exact salary is not matched in the new range, round up to the nearest rate.

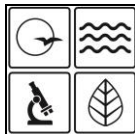
Salary considerations for promotions in broadbanded positions

Salary determinations for promotions to and within broadbanded positions will be determined in consultation with the Human Resources Program Director.

The appointing authority in consultation with the division director will approve exceptions to the promotional formula.

Announcing the vacancy

A vacancy will be announced in-house for all classified positions except for career progression promotions, lateral transfers or voluntary demotions. All vacancies for positions of broadband manager and above shall be announced in-house and a certificate requested unless the appointing authority waives this requirement.



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The Human Resources Program will typically post vacancies on Mondays and Thursdays.

If advertisement is needed, work with the Recruitment Program to determine the best outlet to effectively reach the candidates. If a position is advertised it is timely to request opening the register to coincide with the time the job is advertised.

Registers

The department typically uses an open register. Current department employees may be included on the certificate from an open register, but will not be identified as department employees.

The department has the ability to request that DNR employees who are eligible for promotion be certified ahead of non-DNR employees on the certificate. In practice, this is referred to as a promotional certificate.

If a reinstatement register exists it must be considered when hiring. For assistance on the use of a reinstatement register, contact the Human Resources Program.

There are two other types of registers created by the Office of Administration, the transfer and reemployment registers. They may be requested to expand the number of candidates. As stated previously, the department does not transfer employees from outside the department. Rather, he/she is reemployed.


In-house applicants

Staff may be considered for a position as an in-house applicant if eligible for the vacant position, but not on the required register. In-house announcements are posted the same time as a certificate is requested.

A staff member must respond to the in-house vacancy announcement to be considered an in-house candidate.

The Human Resources Program in conjunction with the Office of Administration's Division of Personnel will determine the eligibility of in-house applicants for the vacant position. Only the names of in-house applicants deemed eligible will be forwarded to the requestor. The Human Resources Program will notify all in-house applicants whether they were eligible or not for the vacant position, before the in-house list is forwarded to the requestor.

All department candidates, who are on a certificate and respond positively to the availability letter, must be considered. If a department employee has been previously considered for a vacant position or another position of the same job class with similar duties and not chosen, the

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interviewer may waive the interview for this individual. The employee must still be considered an eligible candidate in the selection process.

In-house candidates who are below the top 15 available on an open certificate may still be considered. There are other options available to reach these candidates, i.e., department/division promotional registers or career progression promotion.

Requesting a certificate and availability letters

The Human Resources Program will request a certificate of eligible candidates from the Office of Administration's Division of Personnel for the:

- Director's Office
- Division of Geology and Land Survey
- Division of Environmental Quality
- Field Services Division except for the regional offices
- Division of State Parks' Central Office

For these divisions the Human Resources Program will send the eligible candidates on the certificate letters requesting confirmation of their availability for the vacant position. This will be completed within seven (7) calendar days from the receipt of the request from the division.

When the vacancy posting time period closes and the candidate responses have been coded, the Human Resources Program will forward the certificate of eligible candidates to the requestor. The following are delegated authority to request certificates from the Office of Administration and send availability letters:


- Field Services Division's regional offices
- Division of State Parks' district offices for their office, parks and sites

Attachment 1 contains the availability letter draft.

Criminal record review authorization

The Human Resources Program will send an authorization form for the criminal record review with the availability letters. For hiring done by a program without availability letters (i.e. rehiring, transfers, promotions or seasonal employees) the program is responsible for obtaining the candidates' signatures on the criminal record review authorization form (Attachment 2).

All candidates for employment with the department must sign the authorization form attached to the availability letter for a criminal record review. This includes full and part time positions. If the candidate refuses to complete the authorization form, he/she is not to be considered further for employment for that position. The actual criminal record review is only conducted on top candidates under final consideration for a job

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Timeframes for certificates and in-house announcements

Certificates are valid for ninety (90) calendar days from the date of issue. If an appointment is not made within 90 calendar days, the certificate must be returned without appointment. To request information on candidates again, the supervisor must request a new certificate.

If a second certificate is requested to fill a vacant position within 30 days of the expiration of the first certificate, the in-house vacancy announcement is optional. If a second certificate is requested to fill a vacant position past 120 days from the date of the original certificate request, an in-house vacancy announcement is required.

Removal of names from registers or certificates

A division may prevent a candidate from being listed on a register or certificate for the department if:

- The department has dismissed that candidate.
- the division has interviewed a candidate at least once and considered that candidate for a minimum of three separate vacancies within the same classification

To do so, the division must provide a request that documents the requirements provided by Merit System Rules and Regulations (1 CSR 20-3.030 paragraph 3A) to the Human Resources Program.

Attachment 1
Availability Letter Template
This letter must be used as presented. Information in italics is to be filled in.

Date *Certificate #* *SSN*

Applicant's name
Address

Dear Applicant:

The Office of Administration Division of Personnel has forwarded your name to the Department of Natural Resources as a possible candidate for the following vacant position:

Position: *(Merit position classification or other identifier), (Position code)*

Location: *(Division, Program)*

County: *(County name)*

Salary: Semi-monthly *
\$_____ to \$_____ *(amount per pay period) (Range_____Step_____)*

*In case of promotion within the Department of Natural Resources, salary will be at least one step more than present salary.

To indicate your interest in this vacancy, complete the "Intent To Be Considered for Vacant Position" section below and return this letter by 5:00 p.m. _____ *(Insert date and year)* along with your resume **or** a copy of your **completed** merit application to the Human Resources Program, Missouri Department of Natural Resources, P.O. Box 176, Jefferson City, MO 65102-0176. You may also send these materials by facsimile at **(573) 526-3878**. **Failure to respond to this notice will result in your name being dropped from the Register.**

If you are selected for an interview, you may be contacted for additional information and instructions.

Sincerely,

Human Resources Program

***** DO NOT DETACH *****

INTENT TO BE CONSIDERED FOR VACANT POSITION

Please check the appropriate response below.

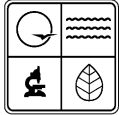
☐ **I would like to be considered for this vacant position.**

☐ **I decline to be considered for this vacant position.**

Reason for my declining consideration for the position _____

Signature _____ Date _____

An Equal Employment-Affirmative Action Employer



Attachment 2
STATE OF MISSOURI
MISSOURI DEPARTMENT OF NATURAL RESOURCES
AUTHORIZATION FOR CRIMINAL RECORD REVIEW

NAME - FIRST		MIDDLE	LAST	
FORMER NAMES AND/OR ALIASES USED				
SOCIAL SECURITY NUMBER	DATE OF BIRTH	RACE	GENDER <input type="checkbox"/> MALE <input type="checkbox"/> FEMALE	
ADDRESS				
PLEASE ANSWER THE FOLLOWING QUESTIONS COMPLETELY. USE ADDITIONAL PAPER IF NECESSARY.				
Have you ever been convicted, pled guilty or nolo contendere, and/or received a suspended imposition of sentence/suspended execution of sentence in any federal, state, or municipal court for a criminal offense? (Please include any alcohol or drug-related driving offenses or any other offense you have been convicted of) If yes please provide an explanation.				
<input type="checkbox"/> YES <input type="checkbox"/> NO		EXPLANATION		
Have you ever received probation or community supervision for any federal, state, or municipal offense? If yes, please provide an explanation.				
<input type="checkbox"/> YES <input type="checkbox"/> NO		EXPLANATION		
Have you ever been convicted of any criminal offense in a country outside the jurisdiction of the United States? If yes, please provide an explanation.				
<input type="checkbox"/> YES <input type="checkbox"/> NO		EXPLANATION		
As of this date, do you have any pending criminal charges against you? If yes, please provide an explanation.				
<input type="checkbox"/> YES <input type="checkbox"/> NO		EXPLANATION		
<p>I hereby swear or affirm that I am the applicant for record review listed above and that the information provided in this application is true and accurate to the best of my knowledge. I give my permission for the Missouri Department of Natural Resources (DNR) to obtain any and all background information authorized by law, including but not limited to criminal records, and to process this record review using my social security number.</p> <p>By my signature , I affirm and recognize that in the event I have furnished false information or have failed to furnish required information for a criminal record review on this application or for the employment history given to my employer, I will be terminated from employment with DNR or removed from hiring consideration.</p> <p>A conviction of a violation of the law does not constitute an automatic bar to employment. Each case is considered on an individual basis. Falsification of the application will, however, result in disqualification or dismissal from employment.</p> <p>I hereby authorize DNR to investigate, obtain and compile information concerning my employment history, to obtain a copy of my college transcripts and to conduct a record review of myself.</p>				
SIGNATURE			DATE	
INFORMATION ON POSITION FOR WHICH YOU ARE APPLYING				
DIVISION	PROGRAM	POSITION TITLE	POSITION#	

(08-09)

Confidential Fax # 573-751-1834